

TOWN OF SOUTHAMPTON

Department of Land Management
Building and Zoning Division
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

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CHIEF BUILDING INSPECTOR

DEMOLITION PERMIT INSTRUCTIONS

The following items are required for submittal of a permit to demolish a structure. Application #**SH-BZB-013** must be used for Whole House demolition, and application # **SH-BZB-008** for any structures to be demolished other than the principal. If an entire dwelling or commercial building is being removed, the permit must be separated from any construction permits on the property. All demolition permit applications are submitted to the Building Department.

1. Certified copy of the most recent Deed recorded in the Suffolk County Clerk's office. (no photocopy of certification, must be original Certification)
2. Completed permit application signed by **EVERYONE** listed on the certified copy of the most recent Deed in the Suffolk County Clerk's office.
3. Hold Harmless Form. (original - signed and notarized by **EVERYONE** on the Deed)
4. Electrical disconnect letter from PSEG and/or, if applicable, a gas disconnect letter. Requests disconnect letters by writing to: PSEG/National Grid 117 Doctors Path, Electric/Gas Design and Construction Department, Riverhead, New York 11901
5. Workman's Compensation Insurance certificate that **does not exclude demolition** (contractor must be licensed with the Town of Southampton).
6. Debris Permit from the Highway Department located at 20 Jackson Avenue, Hampton Bays. The application is attached, and you will be issued your permit at the time you apply at the Highway Department.
7. Wetlands Permit from the Environmental Division if property is on the wetlands inventory list.
8. 3 Copies of survey reflecting all structures on the property to be removed.
9. Planning approval for Commercial Property.
10. Copies of all certificates of occupancy and/or compliance for all structures on the property. If, after determination by the Building Division that a dwelling is 75 years or older, the applicant will be required to complete a form (attached) requesting a confirmation letter from the Landmarks and Historic Districts Committee. **The request must be signed by the owner, or a notarized authorization from the owner must be submitted.** The request will be date stamped the day it is received in the Building Division and copies will be submitted to the Committee Members. The confirmation letter must be issued within 30 days of receipt or the demolition permit will be issued without it. Meetings are held the 3rd Tuesday of every month at 7:00 p.m. in the Town Attorney's Conference Room in Town Hall. ***Note: Photographs of all four sides of the structure are required for Buildings with a Pre-existing Certificate or when no Certificate of Occupancy exists.***
11. Fee is based on estimated cost of the demolition. (Written estimated cost from contractor on his letterhead).
12. Original Agent Letter (signed & notarized & only if applicant is other than owner)
13. Proof of corporation, LLC (Operating agreement, Articles of Organization or minutes listing members) or Business Ownership listing all members, owners, or corporate officers.
14. Other _____